

MASTER FILE

DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK 2600 TARAWA COURT SUITE 100 NORFOLK, VIRGINIA 23521-3297



IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4235.3X NO1SUP **20 Sep 99**

NAVPHIBASELCREEK INSTRUCTION 4235.3X

Subj: STOCK NUMBER REQUISITIONING PROCEDURES FOR NAVPHIBASE

LCREEK DEPARTMENTS/STOREFRONTS

Ref:

(a) NAVSUP Manual Vol II

(b) NAVSUP P-437

Encl:

- (1) Single Line Item Requisition (DD Form 1348) Example
- (2) Bearer Walk-thru Requisition (DD Form 1348) Example
- (3) NAVPHIBASE LCREEK Project Codes
- 1. <u>Purpose</u>. To establish requisitioning procedures for Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK)
 Departments/Storefronts (separate from that of SERVMART procedures) for obtaining material in the supply system in accordance with references (a) and (b). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.
- 2. <u>Cancellation</u>. NAVPHIBASELCREEKINST 4235.3W is hereby cancelled.

3. Policy

- a. The Inventory Control Branch of the NAVPHIBASE LCREEK Storefront Regional Supply Office (NO1SUP) is responsible for document review, processing, and control of all stock numbered requisitions submitted into the supply system.
- b. Requisition number assignment will be in accordance with the current Regional Resources Support Office memorandum in the 7000 series.
- 4. Action. NAVPHIBASE LCREEK Departments/Storefront will requisition material as follows:
- a. Utilizing Fast Data, forward stock numbered requisitions to the Inventory Control Branch, building 3015, using the Single Item Requisition (DD Form 1348 6 PT) for all supplies and/or equipment, as well as forms and publications. Requisition julian dates cannot be older than 3 working days in order for the automated system to accept and process requirements. Documents will be prepared using the guidelines contained in enclosures (1) through (3).

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- b. Customers requiring document preparation assistance for material identification or document coding (unit price, distribution, unit of issue, etc.) can contact the Technical Section, Inventory Control Branch at extension 462-7514/7822.
- c. Bearer walk-thru and quick-pik stock numbered requisitions will be prepared in accordance with enclosure (2). A stock availability check will be made with the Fleet and Industrial Supply Center, Norfolk by the end-user of the requested stock number prior to bringing the document to the Inventory Control Branch for review and processing.

 $\underline{\text{Note}}$: All Bearer walk-thru documents must be a priority 7 and have a brief justification typed in the remarks block.

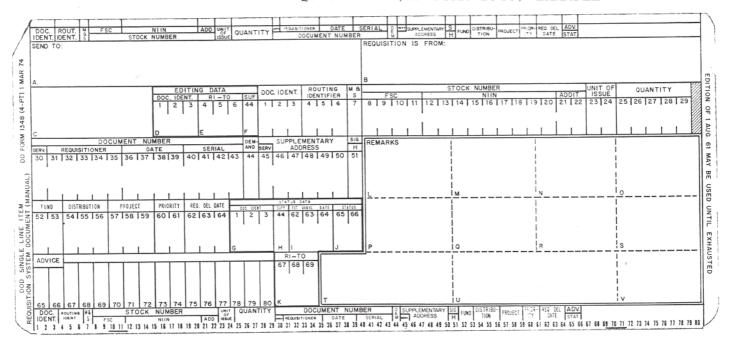
- d. A signed and dated copy of all bearer walk-thru and quick-pik receipt documents will be brought back to the Inventory Control Branch on the same day of the transaction. These copies are necessary to complete and clear the material outstanding file in accordance with reference (b).
- 5. Forms. The Single Line Item Requisition (DD Form 1348-6 PT, S/N = 0.02-lf-014-1600) are available in the Navy Supply System and can be requisitioned in accordance with the above procedures and NAVSUP P-2002.

W. C. WRIGHT, Sr.

Distribution: NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID -Case A

Stocked by: Commanding Officer Naval Amphibious Base Little Creek 2600 Tarawa Court, Suite 100 Norfolk, VA 23521-3297

SINGLE LINE ITEM REQUISITION (DD FORM 1348) EXAMPLE

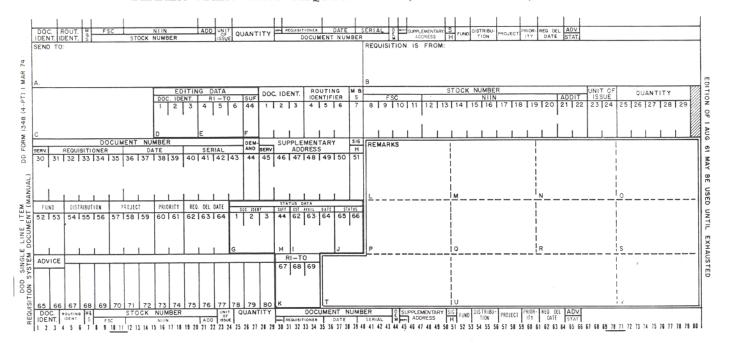


NOTICE: NO X OVERS OR DASHES WILL BE ACCEPTED

BLOCK A BLOCK B	
BLOCKS 1-3 BLOCKS 4-6 BLOCK 7	AOA
BLOCKS 23-24	NATIONAL STOCK NUMBER (NSN) 13 DIGITS UNIT OF ISSUE 2 DIGITS (ABBREVIATION) QUANTITY 5 DIGITS
	DOCUMENT NUMBER: BLOCKS 30-35 UIC N61414; BLOCKS 36-39 JULIAN DATE (CAN NOT BE OLDER THAN 3 WORKING DAYS WHEN RECEIVED IN SUPPLY); BLOCKS 40-43 REQUISITION NUMBER ASSIGNED IN ACCORDANCE WITH PARA 3.B.
BLOCK 44	R JOB ORDER NUMBER 6 DIGITS BEGINING WITH "Y"
BLOCK 45-50	JOB ORDER NUMBER 6 DIGITS BEGINING WITH "Y"
BLOCK 51 BLOCK 52-53	A ("D" FOR PUBLICATIONS)
BLOCK 54-56	
	PROJECT CODE (SEE ENCLOSURE 3)
BLOCK 60-61	
	09 WORK STOPPAGE/SAFETY
DI OGUA I M	14 ROUTINE/CONSUMABLES/OFFICE SUPPLIES
BLOCKS L-M BLOCK P	
	EXTENDED PRICE
BLOCK T	MARK FOR (WORK CENTER)
BLOCK U-V	AUTHORIZED SIGNATURE (OPTIONAL)

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BEARER WALK-THRU REQUISITION (DD FORM 1348) EXAMPLE



NOTICE: NO X OVERS OR DASHES WILL BE ACCEPTED

BLOCK N-O TYPE BEARER WALK-THRU OR QUICK PICK BLOCKS T-V JUSTIFICATION (MUST BE A REPAIR PART) ALL OTHER BLOCKS ENCLOSURE (1) INSTRUCTIONS APPLY

BEARER WALK-THRU REQUIREMENTS

- MUST BE PRIORITY 07 (REPAIR AT ONLY)
- 2. MUST BE SMALLEST QUANTITY TO MEET IMMEDIATE NEEDS
- 3. HAND CARRY REQUISITIONS OB BLDG 3015, INVENTORY CONTROL BRANCH FOR REVIEW AND SIGNATURE
- 4. HAND CARRY REQUISITION TO FISC NORFOLK, BLDG W143, FIRST FLOOR, CUSTOMER SERVICE OFFICE TO PICK UP MATERIAL. RETURN SIGNED/DATED RECEIPT TO BLDG 3015, INVENTORY CONTROL BRANCH

QUICK PICK PROCEDURES

- 1. MUST BE PRIORITY 09
- 2. CAN NOT EXCEED FOUR REQUISITIONS
- 3. HAND CARRY REQUISITION TO BLDG 3015, INVENTORY CONTROL BRANCH FOR REVIEW AND SIGNATURE
- 4. HAND CARRY REQUISITION TO FISC NORFOLK, BLDG W143, FIRST FLOOR CUSTOMER SERVICE. RETURN SIGNED/DATE RECEIPT TO BLDG 3015, INVENTORY CONTROL BRANCH

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NAVPHIBASE LITTLE CREEK PROJECT CODES

BLOCK 57-59 ONE OF THE FOLLOWING:

MKO - CASREP (REQUIRES A MESSAGE AND JUSTIFICATION)

MK1 - WORK STOPPAGE (REPAIR PARTS)

MK5 - ROUTINE (REPAIR PARTS)

MP1 - WORK STOPPAGE/SAFETY ITEMS (CONSUMABLES)

MP5 - ROUTINE (CONSUMABLES)

NOTE: CONSUMABLES INCLUDE ITEMS SUCH AS OFFICE SUPPLIES, FORMS, PUBLICATIONS, CLEANING SUPPLIES (NON-HAZMIN), TARGETS, ETC.